



SOUTHERN LUZON STATE UNIVERSITY
Human Resource Management Office



2nd Flr. Administration Building, SLSU, Lucban, Quezon PH 4328

(+63)42 540 6608



slsuhrmo@slsu.edu.ph

MEMORANDUM
NO. 14, s. 2026

TO : Successful Applicants for Teaching positions

FROM : **MARGARITA L. PLACINO, MPA**
Director, Human Resource Management Office and
Secretariat, HRMSPB

APPROVED BY: **DR. FREDERICK T. VILLA**
University President

SUBJECT : **Advisory on the Final List of Successful Applicants
for Teaching positions**

DATE : March 9, 2026

X-----X

In view of the result of the selection process conducted for the filling-up of vacant teaching positions and in line with the CSC-Approved Merit System and 2025 Omnibus Rules on Appointments and Other Human Resource Actions, ***the Final List of Successful Applicant for Teaching position*** is hereby issued, a copy of which is hereto attached and made an integral part of this Memorandum as **Annex "A"**;

1. Further, the successful applicants for the said position are hereby directed to submit the following documentary requirements to this Office on **March 25, 2026**, in compliance to the Civil Service Commission requirements for attestation, to wit:
 - a. For **New Permanent Employees**:
 - 3 copies Personal Data Sheet (back- to- back print with actual photo, not scanned);
 - 3 copies of Work Experience Sheet;
 - 1 copy of license ID and/ or eligibility PRC/ CSC (whichever is applicable);
 - Medical certificate (present the results of your CBC, Urinalysis, Chest, X-Ray, Drug Test, Neuropsych Examination to the University Health Services in exchange to your Medical Certificate);
 - 2 copies of Position Description Form (c/o HRMO);
 - 3 copies of Oath of Office form;
 - Original Copies of Transcript of Records and Diploma (to be presented to the HRMO);
 - Additional requirements for new entrants in SLSU:
 - Pag-IBIG (MID) number;
 - PhilHealth number;
 - TIN number;
 - NBI clearance; and
 - Copy of Marriage Contract (if married)
 - Landbank ATM Card Application Requirements:



SOUTHERN LUZON STATE UNIVERSITY

Human Resource Management Office



2nd Flr. Administration Building, SLSU, Lucban, Quezon PH 4328

(+63)42 540 6900



slsuhrmo@slsu-lucban.ph

- TIN ID/Number;
- 2 valid IDs (Photocopy - front and back with signature);
- 2 pieces of 1x1 pictures; and
- 1 proof of Billing.

b. For Promoted Employees:

- 2 copies Personal Data Sheet (back-to-back print with actual photo, not scanned);
 - 2 copies of Work Experience Sheet;
 - 1 copy of license ID and/ or eligibility duly authenticated by PRC/ CSC (whichever is applicable);
 - Medical Certificate (to be issued by the University Health Services);
 - 2 copies of Position Description Form (c/o HRMO);
 - 3 copies of Oath of Office; and
 - Original Copies of Transcript of Records and Diploma (to be presented to the HRMO);
2. It is hereby advised that the University reserves the right not to issue and process appointment for failure of the successful applicant to submit any of the aforementioned documentary requirements;
 3. Anyone who feels aggrieved or would like to be clarified regarding this Advisory may forward their inquiry/ complaint in writing through the HRMO within fifteen (15) days from posting of this Memorandum.
 4. Additionally, the schedule of Oathtaking will be announced in a later date; and

For information and strict compliance.



SOUTHERN LUZON STATE UNIVERSITY

Human Resource Management Office
Selection and Promotion Board

2F, Administration Building, SLSU, Lucban, Quezon PH 4328
(+63)42-540-6608

NOTICE OF APPOINTMENT

By the powers vested by the Board of Regents, it is hereby announced that these applicants shall be appointed to these positions, to wit:

ITEM POSITION	NAME
ASSOCIATE PROFESSOR V (SLSU LUCBAN CAM)	MANUEL P. DE LOS SANTOS
ASSOCIATE PROFESSOR V (SLSU INFANTA)	VIOLETO N. CORONACION
ASSOCIATE PROFESSOR V (SLSU CIT)	ARVIN N. NATIVIDAD
ASSOCIATE PROFESSOR V (SLSU LUCENA)	JESS MARK L. ALINEA
ASSOCIATE PROFESSOR V (SLSU TAGKAWAYAN)	IMELDA A. TANGALIN
ASSOCIATE PROFESSOR IV (SLSU LUCBAN CTE)	VANESSA C. ZUBIETA
ASSOCIATE PROFESSOR IV (SLSU ALABAT)	KATHREENA E. GUTIERREZ
ASSOCIATE PROFESSOR III (SLSU LUCBAN - CABHA)	MELANIE S. CADA O
ASSOCIATE PROFESSOR III (SLSU LUCBAN - CEN)	PITZ GERALD G. LAGRAZON
ASSOCIATE PROFESSOR II (SLSU TAYABAS)	GERALDINE B. ADVINCULA
ASSOCIATE PROFESSOR II (SLSU LUCBAN - CTE)	JOY THERESE L. VILLON
ASSOCIATE PROFESSOR I (SLSU LUCBAN - CABHA)	JENNIFER J. LAGRAZON
ASSOCIATE PROFESSOR I (SLSU TIAONG)	DENNIS DL BIHIS

Anyone who feels aggrieved or would like to be clarified regarding this Notice may forward their inquiry/ complaint in writing through the HRMO within fifteen (15) days from the posting of this Notice.

MARGARITA L. PLACINO, MPA
Director, HRMO and
Secretariat, HRMSPB
MAR 09 2026

Approved by: 

FREDERICK T. VILLA, DT
University President
MAR 09 2026